

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR PARKS & RECREATION		Date: 01/05/99
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-11

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by the employees within his classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.)

Responsible for handling all organized activities and community events for county parks, beaches, roads, & bridges. Responsible for inter-local agreements with The Monroe County School Board.

KEY RESPONSIBILITIES

- * 1. Responsible for booking all county events, organized sports activities, community events, music videos, film productions, and catalog photo shots.
- * 2. Handles lease agreements and scheduling for BOCC Hearings for approvals for Sheriff Deputies to reside on county parks and beaches for security purposes.
- 3. Assists in preparing and reviewing budget for Parks & Beaches Unincorporated Areas for upcoming fiscal years.
- * 4. Attends monthly Parks & Recreation Advisory Board Hearings to address issues of concern and provide them with solutions.
- 5. Establishes Parks & Beaches Ordinances for rules and regulations on county facilities, which include seeing that the rules are adopted by public hearing and through the Monroe County Code Corporation.
- 6. Responsible for Monroe County School Board Inter-Local Agreements, including organizing activities for public school properties.
- 7. Responsible for purchasing necessary equipment, etc. to keep all parks and beaches operating properly.
- 8. Attends local community and historic board meetings and provides feedback to The Director of Facilities Maintenance.

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Certification for Public Recreation. Valid Florida Drivers License.

Position Title: COORDINATOR, PARKS & RECREATION	Class Code: 1143	Position Level: 8
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APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____